

UNITED STATES COAST GUARD
OFFICE OF HEALTH SERVICES
QUALITY ASSURANCE PROGRAM

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TOPIC: HEALTH RECORDS MAINTENANCE

REQUIREMENT: To conduct an all hands training program for the purpose of educating health services personnel on the proper maintenance of Coast Guard health record. Effective from the date of this training session forward, all health records will be subject to review by the Quality Assurance Branch (kqa) of the Maintenance and Logistics Commands.

BACKGROUND: The health record is a medical and legal document that must be maintained according to all applicable regulations. Proper health record maintenance is one of the cornerstones of an effective Quality Assurance program.

ACTION: Quality Assurance Coordinators (QAC's) are to review the material presented on health records, including applicable sections of the Coast Guard Medical Manual. QAC's shall schedule a division all-hands training program to train personnel in health record maintenance expectations. QAC's shall document this training on page 3 of this section.

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The Health Services Division Chief shall ensure that all Coast Guard Health Records:

- a. all entries are neat and legible,
- b. the standard "SOAP" format is used for all medical sick-call entries on the SF-600,
- c. documentation is provided of appropriate patient instructions (i.e. treatment, possible alternatives, complications and long term prognosis),
- d. all laboratory and radiology reports are reviewed and initialed or documented by a physician, dentist or PYA
- e. "Drug Sensitivity" stickers (CG-5266) are placed on both Medical and Dental Record Covers when indicated,
- f. Problem Summary Lists (NAVMED 6150/20) are properly completed in every medical record,
- g. Outpatient Medication Profiles (CG-4921) are properly completed in every medical record,
- h. All forms are placed in proper chronological and sequential order,
- i. A current record of phlebotomy for HIV testing recorded on the SF-600,
- j. The Health Record Cover (CG-3443) is properly completed.

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The Health Services Division Chief shall ensure that all Coast Guard Dental Records conform to the following standards:

- k. all entries are neat and legible,
- l. the standard "SOAP" format is used for all dental sick call entries on the SF-603/603A,
- m. documentation is provided that appropriate patient instructions were given,
- n. the Dental Record Cover (CG-3343-2) is properly completed,
- o. the Dental Health History (NAVMED 6600/3) is properly completed and positive answers are followed up for significant impact on health care,
- p. current bitewing and panoramic radiographs of diagnostic quality are present,
- q. all SF-603/603/A forms are properly completed,
- r. Item 17 of the SF-603/603A must contain complete and accurate information such as type and dose of anesthetic; medication dosage, amount and instructions; all procedures including materials used; oral hygiene/periodontal status; oral hygiene and patient instructions given ; patient's dental classification; baseline blood pressure reading; and treatment plans.

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TOPIC: HEALTH RECORDS MAINTENANCE

DATE OF TRAINING SESSION:

HEALTH SERVICES PERSONNEL PRESENT:

COMMENTS:

SIGNED: _____
QUALITY ASSURANCE COORDINATOR

DATE

HEALTH SERVICES DIVISION CHIEF

DATE

NOTE: PLEASE USE REVERSE SIDE IF ADDITIONAL SPACE IS REQUIRED